DOCUMENT RESUME

ED 155 436 CE 016 947

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TITLE	Maintaining News Files. Student's Manual and Instructor's Manual.
INSTITUTION	Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY	South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE	77
NOTE	10p.; For related documents see CE 014 491 and CE 016 911-989
AVAILABLE FROM	Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Behavioral Objectives; Business Education; Business Skills; *Filing; *Information Storage; *Office Occupations Education; Performance Based Education
IDENTIFIERS	*News Files; Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 19 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on maintaining news files are included in this packet. (The packet is the ninth in a set of nine on maintaining files and a library--CE 016 939 947.) The student materials include information on developing news files, a check-out activity, and an instructor's final checklist to evaluate the student's performance. The instructor's manual includes directions for administering the check-out activity. The materials are designed. for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the nine packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155436

MAINTAINING NEWS FILES

STUDENT'S MANUAL

Materials in this Lesson
have been

Modified by
Sadie McLeod

from
Materials Developed and Graciously Provided by
Bureau of Vocational Education, State Department of Education
and
Department of Vocational Education
College of Education, University of Kentucky

These materials support
Performance Objective 19 of the
V-TECS Secretarial Catalog

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Clemson, South Carolina 29631

1977

OE 014 947

MAINTAINING NEWS FILES

INTRODUCTION

Most offices receive magazines, newspapers, and other general publications that relate directly to that particular business. Many times the busy executive does not have enough time to read the articles that are necessary to keep him up to date on a special topic. As a secretary, you may be asked to keep a file on certain topics. There are several procedures you should follow when maintaining a news file. In this module, you will learn these general procedures.

DIRECTIONS

Read the objective below. After you have read the objective, complete the Learning Activities in the order given.

OBJECTIVE

Given a specified subject and a group of magazines, clip articles which pertain to the designated subject. Performance will be based on the relevancy of each article collected and on the thoroughness of clipping appropriate articles from the given sources as determined by the instructor.

LEARNING ACTIVITIES

READ	1. STUDY Instruction Sheet I, DEVELOPING NEWS FILES.
CHECK	2. ARRANGE with your instructor to complete this module by performing the CHECK-OUT ACTIVITIES.

Instruction Sheet I

DEVELOPING NEWS FILES

Before you begin a news file, it is important for you to understand which articles, news comments and advertisements the executive needs. Do not waste the executive's time with items you think are interesting, but do not relate to the specific topic you were asked to review.

Be sure you scan all media that the executive requested reviewed. Read in detail those articles you decide to clip for the news file, so you can brief your executive on the contents.

After you have clipped the article, mount it on an 8 1/2 x 11 inch sheet of paper. Type the name and date of publication on each sheet. The executive may also ask you to underline important points in the article or to type a brief summary. These clippings should be placed neatly in a loose leaf binder. The binder may be divided into appropriate subheadings for easy reference to a certain topic. (8½ x 11 in. = 21.59 x 27.94 cm)

If the executive needs a large number of clippings from a wide range of media, a professional news clipping bureau may be employed. For most purposes, however, the secretary will be able to handle this task.

CHECK-OUT ACTIVITIES

The statements below explain the activities you must be able to complete in order to finish this module. As you complete each activity, your instructor will rate your performance using the Instructor's Final Checklist, MAINTAINING NEWS FILES.

Your instructor will provide a group of magazines, newspapers, and a loose leaf binder. Scan the material for the topic you have selected from the list included in this module.

Read in detail appropriate articles, clip significant articles and prepare the news file. If necessary, sort the clippings into sub-headings.

CHECK-OUT ACTIVITIES

Possible Topics for News Files

Alcoholism

Air Pollution in Your City

Birth Control Trends

Business and Office Work

Current Increases in Prices

Current Trends in Women's Fashions

Employment Trends

Energy Problems

Environmental Protection

Hairstyles of 197–

Inflation

Juvenile Delinquency

Legislation in Congress

Methods of Advertising

Modern Office Furniture and Equipment

Product Labels

The Secretarial Profession

The Use and Abuse of Drugs

The Use of Tobacco in Society

Transportation

Types of Communication

Instructor's Final Checklist

MAINTAINING NEWS FILES

Check the student's performance in the following elements of maintaining news files.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished, or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

	STUDENT PERFORMANCE			
	Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
In the process of maintaining the news file, the student:				
1. Clipped the appropriate articles	[ ]	[ ]	[ ]	[ ]
2. Mounted each article on 8½ x 11 in. (21.6 x 27.9 cm) paper	[ ]	[ ]	[ ]	[ ]
3. Typed the name and date of each publication on each sheet of paper	[ ]	[ ]	[ ]	[ ]
4. Filed the articles in the appropriate place in a loose leaf binder	[ ]	[ ]	[ ]	[ ]
5. Sorted articles into subheadings, if appropriate	[ ]	[ ]	[ ]	[ ]

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NOTES TO TEACHER

After reviewing the module, you will note that you are to provide a group of magazines, newspapers, and a loose leaf binder for the student to use in completing the Check-Out Activity. You should also have available scissors and glue for clipping and mounting the news articles.

The Instructor's Final Checklist, page 6, is a perishable item and should be duplicated for your use in evaluating each student's performance.